

### Examination Method

**Minimum Qualifications Evaluation:** Employment applications for Eligibility Counselor 1 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the written test if they wish to be considered for currently posted position vacancies.**

**Written Test:** To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Eligibility Counselor 1. **The written test takes approximately three (3) hours to complete.**

### Test Content Summary

The written test for Eligibility Counselor 1 consists of 95 multiple choice questions organized into five test sections. The test sections are designed to assess the knowledge, skills, and abilities required to successfully perform the job of an Eligibility Counselor 1. The test sections are described below.

**Work Preferences** - Questions assess an applicant's willingness to work in unique and potentially undesirable situations that present themselves as a nature of the job. Applicants indicate their willingness to accept these situations by responding either -yes- or -no- to each of the questions. (12 questions)

**Drawing Conclusions from Information** - Questions assess an applicant's ability to draw conclusions from information such as instructions, procedures, tables, and other descriptions. (35 questions)

**Identifying Grammatically Correct Sentences** - Questions assess an applicant's ability to identify sentences that are grammatically correct. (15 questions)

**Solving Mathematical Problems** - Questions assess an applicant's ability to solve mathematical problems by analyzing descriptive information and performing mathematical operations such as addition, subtraction, multiplication, and division. (18 questions)

**Word Meanings** - Questions assess an applicant's knowledge of word meanings (divided into two sections). (15 questions)

### Testing Location Information

**Currently testing is conducted only at the Department of Human Resources office in Nashville.**

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).